Annual Performance Appraisal Form

Teaching staff

(Period of Appraisal: From 01st July to 30th June)

EMPLOYEE DETAILS:

Name of the faculty	
Department	
Designation	
Date of Joining the Institute	
Gross Salary	

GUIDELINES:

The period of evaluation shall be 1st July to 30th June of any year.

- All the information should be provided accurately and clearly. Additional information worth a mention may be provided in separate sheets.
- The faculty must refer the Performance Appraisal Scheme document for more details, before filling the appraisal form.
- Appraisal Committee for Faculty: Evaluating Authority (EA) is the HoD and the Reviewing Authority (RA) is The Head of Institution (Principal).
- Appraisal Committee for HoD: Evaluating Authority (EA) is the Head of Institution (Principal), the Reviewing Authority (RA) is The Director (or the competent authority appointed on his behalf).
- The EA shall verify all the information, by supporting proofs before commenting on the performance.

RECORDS OF ABSENCE (TO BE FILLED BY THE ADMIN / HOD OFFICE)

Sl. No.	Type of Leave	No. of Leaves Availed		Signature of Admin / HOD with Date
		Term - I	Term - II	
1	Casual Leave (CL)			
2	Medical Leave (ML)			
3	Duty Leave (DL)			
4	Maternity Leave (MTL) (if applicable)			
5	Leave Without Pay (LWP)			

CATEGORY – I : TEACHING, LEARNING & EVALUATION

(MINIMUM SCORE REQUIRED: 75)

Sr. No.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
1.	Lectures, Tutorials, Practicals conducted	50		
2.	Extra Teaching Duties	10		
3.	Curriculum Enrichment	10		
4.	Participatory & Innovative Teaching-Learning Methodologies	20		
5.	Examination Duties	10		
6.	Student Feedback	20		
7.	HoD's Feedback	05		
	TOTAL (I)	**125**		

(Note: Attach supporting documents to validate the claim)
**Note: ***Minimum 80 % compliance is mandatory for point 1, below which no scores may be assigned.

CATEGORY – II : CO-CURRICULAR, EXTENSION & PROFESSIONAL DEVELOPMENT

(MINIMUM SCORE REQUIRED: 15)

Sr. No.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
1.	Student Centric Activity • Inter-College Level Activity/ Event Convener/ Coordinator (20) Member (5) • College Level Activity/ Event Convener/ Coordinator (10) Member (2) • Certificate Course/ Add on Course with min. 50% teaching (15) with no teaching (5) • Guest Lecture for Students (2 per lecture)	20		
2.	Academic and Administrative Committees & Responsibilities • College level : Incharge (10) Member (2) • Department level : Incharge (5) Member (1)	15		

Sr. No.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
3.	Professional Development Activities (attending seminars, conferences, workshops, talks, lectures, dissemination, general articles, invited lecture or talk, keynote talk, etc of duration less than 1 week) (3 each)	15		
	TOTAL (II)	**50**		

(Note : Attach supporting documents to validate the claim)

CATEGORY – III: RESEARCH & DEVELOPMENT

(Minimum Score Required: AP-6K (05), AP-7K (10), AP-8K (15), Assoc. Prof (20), Prof. (25))

Sr. No.	APIs	Self Evaluation	Evaluation by EA
1.	Sponsored Research Projects • 30 lakhs and above (30 & 20) • 05 to 30 lakhs (20 & 10) • 01 to 05 lakhs (15 & 05) • Upto 01 lakh (05 & 01)		
2.	External Funding for Research Activities (Conf. / WS / Seminar / STTP / FDP etc) • 05 to 10 lakhs (Maximum 10) • 01 to 05 lakhs (Maximum 05) • 0.5 lakh to 01 lakhs (01)		
3.	Publications • Journal (15 & 10) • Conf. Proceedings (full paper with ISBN No.) (10 & 5) • Conf. Proceedings (full paper without ISBN No.) (5 & 3) • Technical Articles (3)		
4.	Invited lectures / Paper Presentation • International Conf. (7 per lecture / 5 per paper presented) • National Conf. (5 per lecture / 3 per paper presented) • State / University level (3 per lecture / 2 per paper presented)		

Sr. No.	APIs	Self Evaluation	Evaluation by EA
5.	Student Publications (15 max) • Journal (full paper) : 5/ publication		
6.	Books and Chapters in Books • International Publisher : 30 per book & 10/ chapter for single author • National Publisher : 20 per book & 05/ chapter for single author		
7.	Patent • Overseas (50) Indian (25)		
8.	Industrial Training / Online courses (Max: 15 points) • More than 2 weeks (10) , Up to 2 weeks (05)		
9.	Courses/ Programs Attended (Max: 10 points) • International (Overseas) (20) • International (India) (10) • National/ State/ University (5)		
10.	Courses/ Programs Organized for Faculty (Max: 10 points) • International (10) National / State / University (5)		
11.	Research Guidance • Ph.D. (20 & 10) • M.Phil & Masters by Research (5)		
12.	Research Evaluation and Review (Max: 10 points) • Ph.D. (5), M.E./M.Tech (3) Journal / Conf. (2)		
13.	Collaborative Research • International (10) National (5)		
14.	Product / Process Development (10 / 05)		
15.	Collaborations / Donations / Lab. Dev. (03 each)		
16.	Consultancy Projects: • Amount mobilized with a minimum of Rs.10 lakhs. (10 for every Rs.10 lakhs)		
17.	MOU / T & P Activities (03 each)		
18.	Fellowships / Awards: • International Award / Fellowship from academic bodies (15 per Award / 15 per Fellowship). • National Award / Fellowship from academic bodies (10 per Award / 10 per Fellowship). • State / University level Award from academic bodies (05 per Award).		
	TOTAL (III)		

EVALUATION SUMMARY:

APIs	Minimum Required	Self Evaluation	Evaluation by EA
Category – I : Teaching, Learning & Evaluation	75		
Category – II : Co-Curricular, Extension & Professional Development	15		
Category – III : Research and Development			
Total			

(Note: Attach supporting documents to validate the claim)

ADDITIONAL COMMENTS (if any) by THE FACULTY

Date:

Signature of Faculty

ASSESSMENT by The HoD (EA)

(The assessment should be based predominantly on the criterion mentioned. The opinion of colleagues, subordinates, superiors will be given due weightage. The overall utility/ contribution of the candidate to the department and institute are assessed. In case of interdepartmental or FY assignments, EA should seek remarks from the concerned HoD as the case may be)

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On a 10 point scale, the performance of _____ can be rated at _____

Date: Head of Department

REVIEW of ASSESSMENT & RECOMMENDATION by The Director (RA)

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Date: Director

Edited by	Recommended by	Approved by
Dr. S. M. Khairnar Dean (R&D)	Dr. S. S. Sonavane Director	Hon. Dr. Ajeenkya D. Y. Patil Chairman